



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

July 15, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: 
William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

SUNSHINE CANYON LANDFILL COMBINED CITY/COUNTY LANDFILL COMBINED COMMUNITY ADVISORY COMMITTEE (COMBINED CAC) -- STATUS REPORT NO. 4

On March 17, 2009, your Board directed this Office, in consultation with the Departments of Regional Planning, Public Works, and the County Counsel, to work with representatives of the City of Los Angeles to merge the two Community Advisory Committees (CACs) for Sunshine Canyon Landfill at the earliest possible date, and report to the Board monthly until such time as the first meeting of a combined CAC has occurred.

Pursuant to the Planning Issues Memorandum of Understanding for the Sunshine Canyon Combined City/County Landfill, adopted by your Board in November 2008, the Combined City/County Technical Advisory Committee (Combined TAC) must approve the bylaws for the Combined CAC. The following summarizes efforts during the past month and outlines expected actions toward formation of the combined CAC:

- County staff met with City staff on June 24, 2009, to discuss public comments received and prepare the final draft Combined CAC bylaws for consideration by the Combined TAC at its July 1, 2009 meeting.
- The Combined TAC considered the final draft bylaws at the Combined CAC at a meeting on July 1, 2009. After discussion and suggested modifications, the Combined TAC adopted bylaws for the Combined CAC (copy attached).

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- The Combined TAC also set the first meeting of the Combined CAC for September 3, 2009. Until then, the existing City and County CACs will continue to meet separately, if necessary, and the City and County will be facilitating their respective appointments of Combined CAC members.

The next monthly report will be submitted by August 17, 2009. If you have any questions, please contact me, or your staff may contact Burt Kumagawa at (213) 893-9742, or via e-mail at bkumagawa@ceo.lacounty.gov.

WTF:LS
DSP:BK:ib

c: Executive Officer, Board of Supervisors
Acting County Counsel
Director of Public Works
Acting Director of Regional Planning

**SUNSHINE CANYON LANDFILL
COMMUNITY ADVISORY COMMITTEE (CAC)
BYLAWS
ADOPTED BY SCL-TAC
JULY 1, 2009**

ARTICLE I. ORGANIZATION & PURPOSE

1.1 Name of Organization

The name of this organization is the Sunshine Canyon Landfill Community Advisory Committee (hereinafter referred to as the "SCL-CAC"), which is established to merge the Community Advisory Committees of the City of Los Angeles and County of Los Angeles into a single committee, in accordance with the City of Los Angeles and County of Los Angeles Sunshine Canyon Combined City/County Landfill Planning Issues Memorandum of Understanding (MOU), an agreement executed on December 23, 2008.

1.2 Purpose of Organization

The purpose of the SCL-CAC is to serve as liaison between the Sunshine Canyon Landfill operator and the community, and as a means for the community to communicate with the Sunshine Canyon Landfill joint City/County Technical Advisory Committee (hereinafter referred to as the "SCL-TAC") and other regulatory agencies on an ongoing basis regarding issues involved in the development and operation of the Sunshine Canyon Landfill.

ARTICLE II. MEMBERSHIP

2.1 Composition of the SCL-CAC

The membership of the SCL-CAC shall be composed of members appointed pursuant to the Sunshine Canyon Landfill Planning Issues MOU, Section 1(b). The SCL-CAC shall consist of nine (9) members.

2.1.1 The Los Angeles City Councilmember of the District in which the landfill is located, and the member of the Los Angeles County Board of Supervisors in whose district the landfill is located, (herein shall be defined as the "Appointing Authorities") shall appoint eight (8) members of the SCL-CAC. The City Appointing Authority shall make four (4) appointments and the County Appointing Authority shall make four (4) appointments. A majority of the stakeholders appointed shall reside within six (6) miles radius of the landfill.

- 2.1.2 The ninth SCL-CAC member shall be an employee from one of the three nearby schools: Van Gogh Elementary, Robert Frost Middle School, or El Oro Way Elementary. This SCL-CAC member shall be appointed by the Board Member of the Los Angeles Unified School District Board of Education in whose district these three nearby schools are located.

2.2 Quorum

A majority of the number of members constitutes a quorum of the SCL-CAC for the transactions of this committee, i.e., adopt motions, recommendations, etc.

2.3 Terms

Each member shall be appointed for a two-year term. Any appointee filling the unexpired term shall only complete the remainder of the unexpired term and then be subject to reappointment by the applicable Appointing Authority

2.4 Removal or Resignation of Members

Any member may resign, effective upon giving written notice to the Chair, the Secretary, to the SCL-CAC collectively and/or to their appointing authority, unless the notice specifies a later time for the effectiveness of such resignation. The Appointing Authority shall have the power to elect a successor when the resignation is to become effective and that successor shall fill the vacancy in accordance with Section 2.3 herein.

- 2.4.1 A member shall automatically lose his/her membership in the SCL-CAC if he/she fails to attend three regular meetings in one calendar year except for absences due to illness or family leave or similar unforeseen events.

- 2.4.2 All members shall serve at the pleasure of their appointing authority and may be removed by that authority at any time.

2.5 Filling of Vacancies

A vacancy on the SCL-CAC shall be deemed to exist in the following situations:

- (a) Removal of a member under Section 2.4. of these bylaws;
- (b) The death of a member;
- (c) The resignation of a member; or
- (d) An increase in the authorized number of members by amendment of these bylaws in the manner herein provided or if the Appointing Authority fails to appoint the full authorized number of members.

- 2.5.1 When a vacancy on the SCL-CAC has occurred, the committee shall notify the Appointing Authority and/or the SCL-TAC.

ARTICLE III. OFFICERS AND THEIR DUTIES

3.1 Designation

The SCL-CAC shall have officers consisting of a Chair (who shall serve as chairperson of the committee), a Vice Chair, Treasurer, Secretary, and a TAC Representative.

3.2 Selection of Officers

The officers of the SCL-CAC shall be elected by its members. The members and officers of the SCL-CAC shall not receive compensation for their services as members and officers of this committee.

3.2.1 Chair - in addition to any other duties and responsibilities set forth in these bylaws, the Chair shall preside over meetings of the SCL-CAC, prepare agendas, ensuring that meeting agenda and notices are posted 72 hours prior to the meeting date and time as required by the Brown Act provisions, and calling special meetings as deemed necessary. In the absence of the Chair, the Vice Chair shall preside over the meeting.

3.2.2 Vice Chair – shall perform the functions of the Chair in the event that the Chair is unable to so act because of absence, death, disability, resignation, or removal.

3.2.3 Secretary – shall keep records of attendance of members at the meeting. This position shall also keep record of discussions and recommendations; maintain a permanent record file of the committee's activities, and distributes minutes of the committee meetings and copies of other committee documents to committee members and concerned citizens.

3.2.4 Treasurer – shall be responsible for tracking expenditures, such as specialized consultant fees, secretarial services, etc., and submit them for reimbursements as appropriate. A record of the committee's expenditures and funds received shall be available for public review.

3.2.5 TAC Representative – shall represent the Committee at the SCL-TAC meetings. This position shall bring forth any adopted positions of the SCL-CAC before other City, County, State, and/or SCL-TAC meetings. A member shall be a TAC Representative for two years. No member shall be elected to be a TAC Representative for two consecutive terms.

ARTICLE IV. MEETINGS

Regular meetings of the SCL-CAC shall be held bi-monthly during the calendar year.

- 4.1 A designated location for a meeting shall be made. Location shall be conducive to a public meeting and shall be ADA compliant. Location must be able to seat at least 30 people.
- 4.2 Meeting dates may be changed by a majority consensus.
- 4.3 The Chair may call a special meeting in the event of a bona fide emergency.
- 4.4 Meetings shall be no more than 120 minutes long, unless a majority of the members vote to extend or continue a particular meeting.
- 4.5 The Chair shall make every effort towards agenda control in which time limits may be set for each agenda item so that meetings will not be longer than 120 minutes.
- 4.6 The landfill operator shall have a designated representative who is knowledgeable of the operations and City/County permits present at all meetings.
- 4.7 A SCL-LEA staff person, to the extent reasonably possible, shall be present at all meetings.
- 4.8 All meetings shall be noticed in compliance with the Ralph M. Brown Act.

ARTICLE V. SUBCOMMITTEES

As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chair. In the absence of the Chair, the Vice Chair shall make the appointments.

- 5.1 Subcommittees shall report regularly to the SCL-CAC.
- 5.2 A Subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.
- 5.3 City/County staff shall not be required to attend subcommittee meetings.
- 5.4 All subcommittee meetings shall be noticed in compliance with the Ralph M. Brown Act.

ARTICLE VI. AMENDMENTS

Amendments or additions to these bylaws may be submitted if they have achieved approval by a two-thirds majority vote of active members at any regular SCL-CAC meeting and are then unanimously approved by the co-chairs of the SCL-TAC at a regularly scheduled meeting. If the SCL-TAC co-chairs split on their recommendation, the addition or amendment is deemed to have failed.

ARTICLE VII. MISCELLANEOUS

Nothing in these bylaws is intended or shall be interpreted to conflict with or supersede any of the conditions in the land use approvals for the Sunshine Canyon Landfill granted by the City of Los Angeles and/or County of Los Angeles, or the planning issues MOU.